

## HMRC recognised

QuickBooks Payroll is recognised by HMRC under the HMRC PAYE recognition scheme. That means the payroll calculations are tested with HMRC sample data. You can be confident your Payroll is calculated using the latest rates and rules.^

- File forms online - includes year-end returns (P35, P14) and in-year forms (P45, P46).^
- No more nasty surprises - what you owe is calculated automatically.
- See your payments to HMRC broken down - and gauge the impact on your cash flow.

### Starter/Leaver Forms Centre

Review forms for starters and leavers and file online with HMRC

The screenshot shows a web interface for reviewing forms. On the left, there is a 'View' dropdown menu set to 'Active Employees' and a list of employee names: Alvin Lee, Angela Leon, Anna Lanski, Carylynn Lemoge, Chris Lesner, and Jeffrey Maramba. On the right, the 'Employee P45/P46 Details' for Alvin Lee are shown, including his name, address (2134 Dundas, Oxon, Lancashire OX29 9QF), and a 'Select a form' dropdown menu. Below the details, there is a 'Did you know?' section with information about filing with HMRC.

#### Did you know?

Details on filing with HMRC:

- If you are filing online you will require your HMRC User ID and Password
- You can issue HMRC Payroll forms once to your employees
- You do not need to file Payroll forms until the employee earns over LEL

[More info on HMRC form filing](#)

## Renewing your Payroll subscription

You can continue to use QuickBooks after your 12-month Payroll subscription expires. However, you will need to renew your subscription to continue to use Payroll.

We will contact you towards the end of the 12-month subscription period to see if you'd like to renew.



Alternatively, you can contact us by phone on **0808 168 9535**.



or email on [uksales@intuit.com](mailto:uksales@intuit.com).

## Need help with Payroll?

Remember, we're here to help you. You can get in touch in a variety of ways.



**FREE** technical telephone support for **30 days\*\*** on **0808 168 9535**. Our help centre is open 8am to 8pm GMT, Monday to Friday.



**FREE** online self-help support available 24/7+ at [QuickBooks.co.uk/support](http://QuickBooks.co.uk/support).



**PLUS** in-product support within your QuickBooks, including video tutorials and a Live Community forum.

## Are you outside the UK?

If you're not currently in the UK, please visit <http://support.intuit.co.uk/quickbooks/contact/index.jsp>

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QuickBooks®  
EASY ACCOUNTING FOR SMALL BUSINESS

Payroll  
Guide

Open me for  
more info!

# QuickBooks® Payroll. Do your own payroll the easy way.

## How you, your employees and customers benefit.

With your QuickBooks package, you can run payroll quickly and as often as you like. Keep your employees happy, plus you'll have more time for your customers.

### Getting started

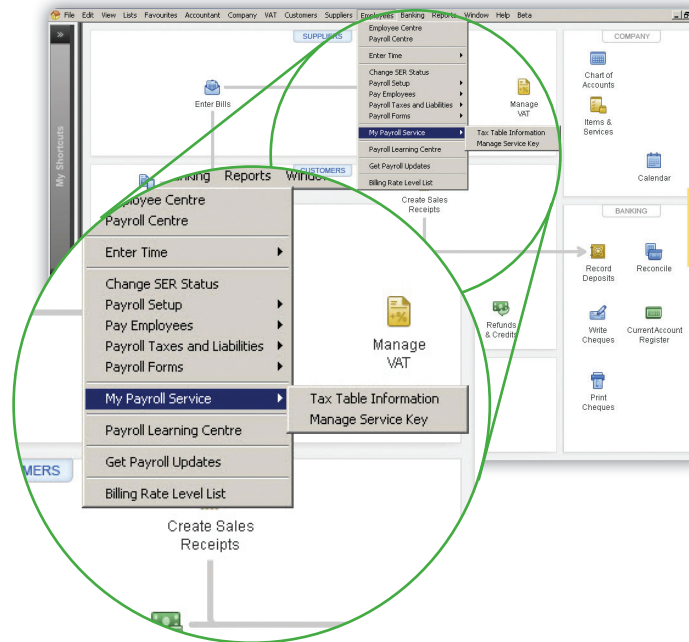
Payroll activation is a one-time process that unlocks the Payroll features in your QuickBooks software.

#### 1 Activate your Payroll subscription\*

1. Install your QuickBooks package by following the simple instructions on the inside cover of your product box.
2. With your License Key to hand, call Intuit on **0808 168 9535** and ask a Customer Service Agent to activate your QuickBooks Payroll. (8am to 8pm GMT, Monday to Friday, including Bank Holidays.)<sup>‡</sup>
3. The Customer Service Agent will provide you with a Service Key to unlock the Payroll service features.

#### 2 Enter your Payroll Service Key in QuickBooks

1. Within QuickBooks, select the **Employees** drop-down menu, go to **My Payroll Service**, and select **Manage Service Key**.
2. In the **Service Key** field, enter your Payroll service key and then click Next.
3. Click **Finish**. QuickBooks Payroll is now activated.



#### 3 Now get set up and start paying your employees

1. Choose the employees you wish to pay and enter the hours they worked.
2. Check and approve the QuickBooks summary of pay.
3. Print or email your automatically generated payslips.<sup>°</sup>

Monty's Repair Shop 321 Abbey Lane Gravesend, Kent BT46 5JA		Name	Shelley Atkinson		
		Payment Number:	Cheque		
Employee No.	Tax Code:	N.I. Code:	Week/Month	Nat. Ins. Number	Pay Date
6003416	747L	A	9	ZY 99 99 12 A	31/12/2012
Description	Qty	Rate	This Period	YTD Amount	Year To Date Totals
Salary			925.00	8,325.00	Total Pay 8,325.00
Pension Deduction		-50.00	-50.00	-450.00	Taxable Pay 8,010.00
Employer Pension		-50.00	-50.00	-450.00	Tax Paid -480.00
GAYE		-35.00	-35.00	-315.00	
NIC Employee not contract...			-38.76	-348.84	This Period
Income Tax			-53.40	-480.00	Gross Pay 925.00
					Income Tax -53.40
					N.I. -38.76
					Deductions -85.00
					Adj. to Net Pay
					NET PAY 747.84

Shelley Atkinson  
1666 Pudding Lane  
Caketon  
Eccles, Lancashire EC10 4JL

Now you can do your payroll in-house, including holiday pay, maternity and paternity leave, helping you to save on outsourcing costs and minimise hassle.

\*QuickBooks Payroll is a 12-month subscription service. You must activate the Payroll subscription within 90 days of purchase or by January 31, 2014, whichever comes first. Terms, conditions, features, support, pricing & services options subject to change without notice. See QuickBooks End User License Agreement for details at [QuickBooks.co.uk/eula](http://QuickBooks.co.uk/eula). \*\*QuickBooks 2013 technical support is included for 30 consecutive days from first-time registration. First-time registration must be completed within 30 days of purchase UK only, see terms and conditions inside software. Intuit reserve the right to limit the length of the telephone call. †24/7 access is subject to occasional downtime due to systems and servers maintenance. ‡Support hours may vary and could be subject to change without prior notice. ^Requires an active subscription and internet access to download latest tax tables, if-and-when available, from Intuit. ^^Internet access required. To eFile directly to HMRC online service registration is required, for details visit <http://www.hmrc.gov.uk/online/new.htm>. \*See Integration/Compatibility section in System Requirements on inside of DVD case for important information.

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